

Meeting Information

Meeting Name: PO5 – RFQ's to PO's
Scribe: DeVal Lott
Facilitator: Kyle Morton
Date: March 28, 2005
Time: 1:00pm – 4:00pm
Location: Suite 1514B West Tower

Invitees/Attendees

+ In attendance, - Absent, # Substitute, *Other

	Name	Organization/Department	Substituting For
+	David Childers	DOE	
+	Laurel Shugart	DTAE	
-	John Sartain	DHR	
+	Anita Hunnicutt	DOAS	
-	Debra Blount	DOAS	
-	Travis Kennedy	Corrections	
+	Jamie Ruff	Corrections	
-	Charles Petty	DOAS	
-	Rhonda Henslee	DNR	
-	Norma Routh	DNR	
+	Pearl Bailey	DHR	
+	Malvin Vaughn	GTA	
+	Van Green	DOT	
-	Brent Knowles	Audits	
+	Lawrence Bond	DOAS	
*	Ute Sheperd	Corrections	

	Name	Organization/Department	Substituting For
*	Willene Ingram	DHR	
*	Robert B. Smith	DHR	
*	Dale Harford	GTA	
	Project Staff		Role
+	Kyle Morton	Accenture	AP/PO Lead
+	Rick Housworth	SAO	PO Lead
+	Henrietta Adams	SAO	AP Lead

Agenda

Item No.	Topic	Presenter
1.	Introduction	Kyle Morton
2.	Meeting Handouts	Kyle Morton
3.	Topics for Discussion	Kyle Morton/Rick Housworth
	Customizations to version 7.02	
3A	Vendor Quote Groups	Kyle Morton
3B	Enter Request for Quote	Kyle Morton
3C	Enter RFQ Responses	Kyle Morton
3D	Award RFQ and Create PO	Kyle Morton
3E	Agency Contracts	Kyle Morton
4	Conclusion	Kyle Morton

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2	Introductions were made by the group and meeting handouts were discussed. The Fit Gap slideshow was given for those participants that were new to the session.
3	<p>Topics for Discussion</p> <p>Modifications made to version 7.02 were discussed and include the following:</p> <p>RFQ – version 7.02</p> <p>Header Panel</p> <ul style="list-style-type: none">A modification was made to the 'Header' panel in version 7.02 to include a "Bid Return Location" and two checkboxes for "RFP" and/or "SWC". The modification to include a "Bid Return Location" will move forward into version 8.8. The two checkboxes for RFP and/or SWC may be replaced in version 8.8. PeopleSoft Strategic Sourcing was mentioned as an alternative but isn't available during upgrade. A modification was also made to the 'Header' panel in version 7.02 to include "Addenda" processing. It was determined that all "Addenda" processing features which were applied in version 7.02 should be moved forward into version 8.8. <p>Activities Panel</p> <ul style="list-style-type: none">A modification was made to the 'Activities' panel to make it a required action during RFQ processing. This modification was to be used for bid descriptions on the Georgia Procurement Registry. This modification will not be moved into version 8.8. <p>Vendor Association by NIGP</p> <ul style="list-style-type: none">This is a totally customized panel. It was suggested that the 'Online Procurement Registry' and available on-line queries and reports could be used to substitute the processing on this panel. Additionally, use of the procurement registry or eQuote systems were recommended by State Purchasing as alternatives to this method of vendor selection. Group Consensus was that most agencies currently use this panel to select vendors for RFQ processing but there was disagreement on whether this functionality was critical for moving forward in version 8. Further analysis and discussion may be needed before a final decision is made on this customization.

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3 (cont)	<p>Vendor List</p> <ul style="list-style-type: none"> This is a delivered panel and will carry forward into version 8.8. Note: A Query would be used by the agencies to select the vendors to be entered into this page (if the Vendors by NIGP Code page is not upgraded or customized in version 8.8). <p>Enter Vendor Responses</p> <ul style="list-style-type: none"> Header Panel - A modification was made to add “Vendor Response” type to the panel. DOAS State Purchasing representative said that they only used three of the five response types. They are: Bid Response, No Bid and Late Bid. Group Consensus was that these three responses would serve the agencies as well. Line Panel – there were no modifications made to this panel in version 7.02 <p>Analysis and Award</p> <ul style="list-style-type: none"> There were no modifications made to this panel in version 7.02. <p>Create PO</p> <ul style="list-style-type: none"> There were no modifications made to this panel in version 7.02. <p>Build PO</p> <ul style="list-style-type: none"> There were no modifications made to this panel in version 7.02. There is a similar process in version 8.8 in which Purchase Orders and/or Contracts will be built on an hourly basis. <p>PO Search</p> <ul style="list-style-type: none"> The only modification to this panel in version 7.02 was to add “Origin” to the search criteria. This will be carried forward in version 8. After the Build PO process is run, the user will perform a search of the system created purchase orders as is currently done in version 7.02.

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3A	<p>Vendor Quote Groups – version 8.8</p> <p>This is a new feature in version 8.8. This functionality allows the user to group certain like vendors together for RFQ creation. There are several different fields/links that may be used for vendor lookup. The link of “Vendor Select by SIC” may be changed to read “Vendor Select by NIGP”.</p> <p>EQuote would replace this functionality when available to DOAS State Purchasing.</p> <p>Naming conventions have yet to be determined for “Vendor Quote Groups”.</p> <p>Overall Group Consensus was favorable toward this new functionality. Some agencies were concerned that using a query to look up vendors (which would replace the “Vendor Association by NIGP” panel) would be too time consuming for their users.</p>
3B	<p>Enter Request for Quote – version 8.8</p> <p>Differences between the two versions include:</p> <ul style="list-style-type: none"> • Navigation is the primary difference between version 7.02 and version 8.8. • The ‘header’ and ‘line’ have been combined into one page in version 8.8. • The description field has been expanded to include up to 360 characters. • Links contained on the main RFQ page will lead the user to other functionality within the system. The “Bid Return Location” customization will be placed on the “Header Details” button link from the main RFQ page. • RFQ forms may be printed using a link from the main RFQ page. • Documents will be printed in a pdf format in the new version. Run controls will not be needed for printing single RFQ’s but are still required to print multiple RFQ’s to the list of selected vendors. • Reports will be maintained in the user’s “Report Manager”. Reports will be formatted as they are in version 7.02. <p>A discussion was held concerning the way that the “quantity” is displayed on the RFQ form. The quantity is formatted in a way that has a decimal point followed by zero’s. The users want to “hide” or “delete” the decimal point and the zero’s in the quantity field. (See Action Item # 1)</p>

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3C	<p>Enter RFQ Responses – version 8.8</p> <p>Differences between the two versions include:</p> <ul style="list-style-type: none">• Copying line comments to the purchase order is delivered functionality in version 8.8 during the PO calculate process. With delivered 8.8 comments will flow from the Requisition to the RFQ and then on to the Purchase Order.• “Vendor Reference” is a new field which will allow the entry of vendor specific notes. For example, this field could be used to enter a ‘Vendor Quote #’ if applicable. <p>Header Page - A modification will be made to add “Vendor Response” type to the page. There are three response types that will be moved forward into the new version. They are: Bid Response, No Bid and Late Bid. This field is used for reporting by DOAS State Purchasing.</p>
3D	<p>Award RFQ and Create Purchase Order/Contract – version 8.8</p> <ul style="list-style-type: none">• Delivered functionality in version 8.8 will allow the creation of an “Agency Contract” in addition to a purchase order during the Award RFQ and Create process.• In cases of a PO award, a PO Sourcing process will be run hourly which will create the purchase order. In the case of a contract, the contract is created immediately upon saving the ‘award’ page.• Awards may continue to be split between one or more vendors. There is a new field, “Award List of items to Vendor”. Entering the Vendor Number in this field will automatically award all of the bid items to a selected vendor (if clicked at the header level).• Agencies will be able to “Approve” their Agency Contracts which will make them available for use.

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3E	Agency Contracts <ul style="list-style-type: none"> This new functionality in version 8.8 will allow the agencies to enter their own “Agency Contracts” into the system. Agencies will be able to determine other Business Units which may have access to their agency contracts. This page contains a field titled, “Corporate Contract” which if clicked on, will allow all business units to use the specific contract. Naming conventions have yet to be determined for “Agency Contracts”. DOAS State Purchasing commented that they would like to see the “PO Type” forced into the PO details for reporting purposes on purchase orders created from agency contracts. (See Action Item # 2) DOAS State Purchasing asked the group if they would use this functionality if presented with it, and several agencies said that they would definitely use it to enter their agency contracts into the system. Those agencies that were interested requested early access to the system in order to have everything set up prior to the go-live date of July 2006. (See Action Item # 3) <p>Overall Group Consensus was favorable for this new functionality.</p>
4	Conclusion <p>Action Items were discussed and meeting was adjourned.</p>

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	3/28/05	Not show decimals when quantity is all zero's	Users want to hide the zeros to the right of the decimal point in the quantity field on a printed RFQ/Purchase Order when no decimal values exist. The feasibility of this will be analyzed during the development phase of the project and this modification will be made if possible.

Action Item (AI) No.	Date Open	Description	Action/Response
AI2.	3/28/05	Default PO Type for agency contracts Training on Agency Contracts Shouldn't this have a parking lot item # assigned?	DOAS State Purchasing would like to see the PO Type forced into the PO lines for reporting purposes. This has been added as desired functionality and will go through an analysis and review process by project management. Agencies will need to be trained on contract maintenance and procedures for creating releases against their contracts.
AI3.	3/28/05	Agencies would like the ability to access the system before July 2006 in order to enter agency and State contracts.	DOAS will determine if this is possible and will communicate during the end of the testing phase. Issue 39.

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	There were no parking lot items for this session.